

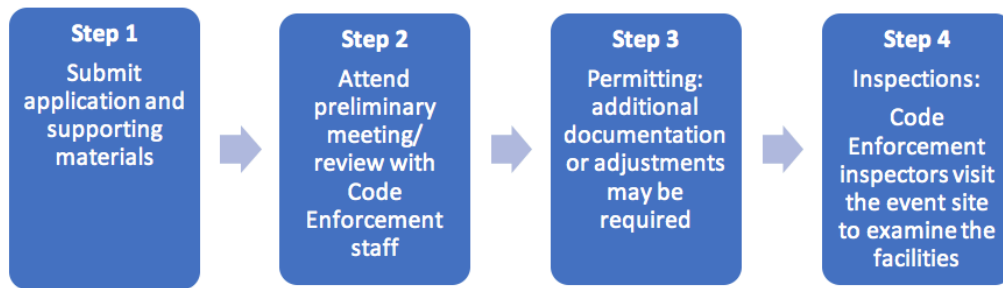


Special Events Permitting & Inspections

What to Expect Next

Applying for a special events permit from our office is a four-step process, with documentation that the customer may be asked to provide along the way. We are glad to help our customers launch the event they envision, while ensuring the event is safe and code-compliant.

For best results, monitor your application closely as it moves through the process. Here's an overview:



Step 1: The customer will need to complete and submit our Special Event Application, along with the any applicable supporting information, as outlined on the application. This form can be downloaded from the special events page on MeckPermit.com. Applications should be submitted a minimum of 30 business days before the event. Applications can be submitted via email to { [HYPERLINK "mailto:CTAC@mecklenburgcountync.gov"](mailto:CTAC@mecklenburgcountync.gov) } or hand-delivered to our Commercial Technical Assistance Center at our 2145 Suttle Avenue headquarters in Charlotte.

Supporting documentation, like site plans, vendor information, and manufacturer design data on bleachers, stages, scaffolding, etc., are welcomed, and, in some cases, may later be required. Please include with your application any and all supporting information that may help us better understand the scope of your event.

NOTE: If your event is conducted in an existing building that is not designed for the proposed temporary occupancy (i.e., not designed to hold large groups of people for events), your application should also include a completed Memorandum of Understanding for Indoor Special Events. This can be downloaded from the Special Events page on MeckPermit.com. Please complete it and include with your application.

Step 2

If your event does not require a permit from our department, we will let you know. If you do need a permit from Code Enforcement, we will contact you to schedule a preliminary review meeting to discuss the event details and determine where Mecklenburg County Code Enforcement might have jurisdiction in reviewing, permitting and inspecting your event.

(continued)

Step 3

If a permit is required, or trade work (electrical, mechanical, plumbing) is being performed, the event organizer will be required to comply with all applicable state statutes and Mecklenburg County ordinances before a permit is issued. You may be required to submit plans or other documentation. Temporary structures may require third-party special inspections. The specifics depend on the nature of your event – our staff will tell you what is needed at the preliminary meeting, and you are welcome to ask questions along the way.

Step 4

Before the event begins, our inspections team will be looking over the facilities, any tents or temporary structures, or aspects of your site plans to ensure code compliance, and adherence to your submitted plans. Our inspectors work with event organizers to meet requirements under North Carolina State Building Codes. These requirements are geared to ensuring life safety and accessibility when large groups of people gather in a space.

Who to call for help

Our Commercial Technical Assistance Center (CTAC) staff can help you answer questions about the application or what other materials may be required along the way. They can also help you check the status of your application.

**Call 980-314-CODE and follow the prompts for commercial technical assistance.
E-mail CTAC@mecklenburgcountync.gov.**

IMPORTANT NOTE: Mecklenburg County issues permits for special events, where required, as pertains to North Carolina Building Codes. Your event may require additional permits from other agencies, including but not limited to the municipal planning department with jurisdiction over the location, the fire marshal's office with jurisdiction, Mecklenburg County Environmental Health, local law enforcement, or other agencies. **The event organizer is responsible for determining what additional permits may be needed and completing those application processes.**

Thank you for being our valued customer.
We're proud to partner with you to build a thriving community.

2145 Suttle Avenue | Charlotte, North Carolina 28208
980-314-CODE | meckpermit.com | code.enforcement@mecklenburgcountync.gov